

4331 - LEAD MECHANIC

NATURE OF WORK

Performs difficult skilled mechanical work on specialized construction and automotive equipment in a fleet environment. Supervision will be exercised over subordinate mechanics and Service Workers. Provide assistance and training in the role of a working foreman. Participate with Division management and Staff to ensure goals and objectives are met.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Instructs and participates in the work of subordinate mechanics and service workers.

Evaluates performance of subordinate mechanics and make recommendations for improvement.

Issues work assignments to subordinate mechanics and service workers in conjunction with the Service Writers.

Review and expedite work which is underway to ensure continuous work flow and customer satisfaction.

Performs major and minor repairs and replacement work.

Diagnoses, adjusts, repairs, overhauls, maintains, and services a wide variety of medium and heavy automotive, construction, and various specialized pieces of equipment.

Interprets all types of schematics for proper repair of vehicles.

Operates various types of shop equipment, machinery, precision instruments, specialized tools, and devices such as dynamometers, boring bars, valve resurfacing, and reseating equipment, micrometers, dial gauges, wheel alignment gauges, clutch cover assembly devices, power SIWS, grinders, drill presses, and lathes.

Overhauls, fabricates, and services assemblies and accessories such as single and dual speed rear axles, multi-speed transmissions, hydraulic compressed air, vacuum, and electric controls, systems and components.

Approves parts requisitions used in the repair of equipment.

Repairs and overhauls carburetors, clutches, brakes, ignition and fuel systems, transmissions, differentials, front and rear axle assemblies.

Performs diversified electrical work on automotive equipment including diagnosing electrical shorts, installing batteries and terminals, repairing and adjusting lights and repairing generators and starters.

Performs any related automotive repair works as required.

Initiates frequent contact with various Service Vendors and Parts Supplies arranging work and material acquisition.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the construction, design, repair, and adjustment of a wide variety of both conventional and specialized light, medium, and heavy duty automotive equipment and machinery.

Extensive knowledge of the various types of automotive tools and equipment including specialized tools,

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gauges, machinery, and shop equipment used in the repair, servicing and maintenance of light, medium, and heavy gasoline and diesel driven construction or other specialized equipment. Extensive knowledge of the methods, tools, and equipment used in the overhaul, repair and maintenance of heavy equipment, automotive passenger cars, trucks, construction and maintenance equipment.

Ability to communicate in both written and verbal forms. Ability to write reports which are clear, legible and understandable. Ability to follow written and verbal instructions accurately.

Must be computer literate and have knowledge and experience in the use of Fleet Management Software Systems (i.e. CCG Faster, Bear Analyzer, Mitchell and Ford Oasis Reference Systems).

Ability to provide a safe work environment with the ability to recognize hazards and to take actions to remove them. Familiar with OSHA and other environmental issues related to garage activities. Ability to recognize a shop facility that provides mechanics with the tools, equipment and organization necessary to maximize productivity and ensure cost effectiveness.

Ability to supervise and participate in the work of a small group of mechanics, service personnel and unskilled workers.

Ability to diagnose common and unusual defects in the motors and bodies of automotive equipment. Ability to detect by inspection any worn or broken automotive part.

Ability to adapt available tools and repair parts to specific repair problems.

Ability to read, interpret and work from sketches, diagrams and installation and repair charts.

A background in or knowledge of the requirements for service, maintenance, diagnostics and repair of Alternate Fuel Vehicles (DC Battery operated Electric Vehicles and propane gas engines, compressors, pumps, and hydraulic systems) is desired.

Should have experience and be familiar with Flat Rates and APW Codes.

MINIMUM REQUIREMENTS

Five (5) years experience in a fleet environment. Three (3) years experience in automotive inventory control.

Ability to lift up to 30 pounds. One (1) year spent in a position of responsibility supervising mechanics where decisions on subordinate actions were demonstrated in a fleet environment. Driver's License:

Obtain a class "A" Florida Commercial Drivers License, valid for air brakes, with endorsements "N" and "P" within 90 days of hiring. Position may include shift work including nights, weekends, and holidays.

Must supply own tools.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Must be in sufficient good health to perform continuous standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching and handling, sitting, pushing, and pulling. Heavy strenuous lifting.

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SUPERVISION RECEIVED

Work is performed under general supervision. Work is subject to review for conformance to departmental standards.

SUPERVISION EXERCISED

Incumbent will be required to exercise supervision over subordinate mechanics and Service Workers including input in the evaluation of their performance.

Rev. 6/01 (minimum requirements)